

8/17/65 - Distribution made to All Records Officers and DDP. Also
copy forwarded to Records Center; copy circulated to
members of the RAS.

Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040054-2

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17 AUGUST 1965

TO : All Records Officers

FROM: Chief, Records Administration Staff/DAS

I hope you can attend our Records Administration Officers Meeting
Friday, 20 August at 2:30 P.M. in Room 1E-78, Headquarters. There are
a number of items of general interest such as the new Federal Paperwork
Management Award, and New Training Programs in Records and Paperwork
Management.

The meeting should not last more than about an hour.

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unable to attend; [redacted] will attend. STAT

(will attend)

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